

SARAH LUBIN

3030 Polk Street, Apt. 8 • San Francisco, CA 94109 • (650) 269-7931 • lubin.sr@gmail.com

Education

George Mason University, Fairfax, VA

2007

Bachelor of Arts, Communication (Media Criticism & Production)

Expertise

Adobe Creative Suite

Prezi

Proposal Coordination and Production

Social Media Marketing

Microsoft Office

Project Management

Strong writing skills

Interpersonal communication

Experience

Stantec Consulting Services Inc., San Francisco, CA

May 2016 to Present

Senior Marketing Specialist, Infrastructure, Energy, and Resources

- A strategist in fast paced environment who manages multiple initiatives at once within the Water, Environmental, Transportation, and Community Development sectors of Stantec's Pacific Region
- A team player who leads pursuit processes, communicate effectively, and maneuver the competitive environment confidently
- Prepares high-impact proposals, presentations, and other communications in alignment with the Stantec brand
- Works closely with technical staff to create compelling messages that sets the firm apart from the pack
- Combines business savvy with strong marketing sensibilities
- Co-manages pursuits under a Master Services Agreement for a major confidential client, whose annual revenue exceeds \$17 billion

AECOM, San Francisco, CA

June 2015 to April 2016

Marketing Associate, Power and Industrial

- Drove day-to-day marketing for AECOM's Power and Industrial Business Line, which includes the Top 20 global consumer and enterprise technology companies
- Helped shape the client experience alongside AECOM technical and business development staff using multi-channel execution (online, mobile, social, word-of-mouth, cross-sell, PR, partnerships)
- Led resource in preparing qualifications, proposals, presentations, market research and targeting new clients
- Maintained data on projects, personnel, clients and leads
- Worked in close collaboration with other team members located across different geographies and disciplines

PMA Consultants, San Francisco, CA

March 2013 to Nov. 2014

Senior Marketing Coordinator

- Managed the proposal process ranging from RFQ/P responses, SOQs, and SF330s
- Assisted with the organization of new and existing project files located in the company database, which included: maintenance and organization of incoming information, updating current projects, employees, clients and our contacts within the organization, the marketing text library, and accounts
- Maintaining comprehensive schedule for multiple project deadlines, including responsibility matrices, calendar events, and logs for project team
- Expense report processing for project team and office employees
- Arranging travel accommodations for staff using the company's travel policy guidelines
- Maintaining office calendar for meeting preparations, including meal delivery and procurement of meeting materials.
- Coordination, QA/QC, editing, and production of customized marketing collateral, pursuit submittals and presentations using InDesign and other Adobe Creative Suite tools
- Other job duties include: producing customized marketing collateral and presentations for interviews and meet and greets, and providing receptionist coverage at our front desk

Sarah Lubin Consulting, San Francisco, CA

June 2008 to Jan. 2014

Marketing Consultant

- Clients include: Don Dommer Architecture, Modulus Consulting, LLC, A Wing & A Prayer Perfumes, Somewhere Splendid (formerly Dahlia Press), and A.B. Standley
- Coordination and production of customized marketing collateral in InDesign and Adobe CS, including marketing templates and standards, presentation templates, writing and editing content
- Implement and maintenance of social media outlets including Facebook, Twitter, LinkedIn, Google+, and Youtube

Charles Pankow Builders, Oakland, CA**Oct. 2011 to Oct. 2012**

Regional Marketing Coordinator

- Supported marketing and business development activities in the Northern California region, as well as providing corporate-wide marketing and communications assistance as-needed
- Coordinated and produced marketing collateral and presentations using InDesign, Adobe CS, Power Point and Prezi
- Assisted with the organization of new and existing project files located in the company database, which included: maintenance and organization of incoming information, updating current projects, employees, clients and our contacts within the organization, the marketing text library, and accounts
- Enlarging architectural, engineering, schematics, and BIM documents to scale for presentations
- Maintaining comprehensive schedule for multiple project deadlines, including responsibility matrices, calendar events, and logs for project team

TranSystems, Oakland, CA**April 2011 to Oct. 2011**

Business Development Coordinator (Contract)

- Supporting the marketing and business development activities in the following offices: Oakland, Long Beach, Santa Ana, San Diego
- Coordinated and produced marketing collateral and presentations using InDesign, Adobe CS, Power Point and Prezi
- Assisted with the organization of new and existing project files located in the company database, which included: maintenance and organization of incoming information, updating current projects, employees, clients and our contacts within the organization, the marketing text library, and accounts
- Assisting with budgeting forecasts

Kwan Henmi Architecture/Planning, Inc., San Francisco, CA**Feb. 2010 to April 2011**

Marketing Coordinator

- Assisted with the organization of new and existing project files located in the company database, which included: maintenance and organization of incoming information, updating current projects, employees, clients and our contacts within the organization, the marketing text library, and accounts
- Enlarging architectural, engineering, schematics, and BIM documents to scale for presentations
- Coordinated and produced marketing collateral using InDesign and Adobe CS
- Managed and designed marketing proposals as a part of rebranding for the client
- Supported marketing and business development activities
- Helped with strategy for Go/No-Go process
- Prepared presentation materials for events, conferences, awards, and interviews
- Coordinated events and meetings with clients, such as coordination for the firm's suite at AT&T Park